

# JOB OPPORTUNITY

## STATE OF CALIFORNIA

### CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



**CLASSIFICATION:** Associate Development Specialist (P/FT)

**DATE:** May 8, 2000

**LOCATION:** Office of Permit Assistance, **San Mateo**

**FILING DEADLINE:** Until filled

**JOB DUTIES:** Under the supervision of the Deputy Director, Office of Business Development, Enterprise Zone and Permit Assistance Programs, and the immediate supervision of the Director/Deputy Director of the Bay Area Regional Office, assist businesses, development entities and communities by solving problems, answering questions, and doing research on environmental permit processes and procedures. This position supports the business and development community via an advocacy and advisory role with regard to federal, state, and local environmental, regulatory and land use processes and procedures. Duties include:

- Assist business and development entities to solve problems regarding and answer specific questions related to the environmental and land use permit process. Support the local business community, as a vital member of the Bay Area Regional Office team, in other areas compatible with permitting activities.
- Conduct outreach efforts utilizing meetings, publications, the Internet, and other marketing strategies for the purpose of identifying businesses requiring permit assistance services, and local agencies interested in establishing permit streamlining programs.
- Track, identify, review and make recommendations on any proposed changes to federal, state, and local regulations affecting the environmental review and permit process.
- Represent OPA and the Agency at meetings with public agencies and private entities for the purpose of information exchange, negotiations, and clarifying and expediting the regulatory and permitting processes.
- Provide staff support to the Bay Area Regional Office Director's activities as an alternate representative for the Coastal Commission.
- Provide technical assistance to military base retention and reuse efforts.
- Review legislation that affects business and development conditions in the state.
- Attend all necessary meetings and seminars and participate in all activities related to the coordination and function of a viable OPA program.
- Plan, organize, and conduct research and complete special projects as required.

#### DESIRABLE QUALIFICATIONS:

- Familiarity with land use and environmental permitting issues affecting the business community.
- Knowledge of federal, state, and local environmental and land use laws and regulations; familiarity with federal, state, and local permitting agencies.
- Experience in mediating local land use or environmental permitting issues.
- Ability to work well in a team oriented environment.
- Ability to communicate effectively, reason logically, and write clearly.
- Experience with PC applications, in particular Microsoft Word and Excel programs.
- An advanced degree in planning, community development, environmental studies, business, or other related fields.

#### SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Keith Copping

Phone: (916) 323-0459

#### PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency  
Office of Permit Assistance  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Attention: Keith Copping  
**RPA #00-090**